

横須賀基地空席広報

VACANCY ANNOUNCEMENT

広報番号：

Announcement No.

CNRJ-N30-002-16L

募集締切日：

Closing Date

5 Jul 16

発行日：

Date of Issue

13 Jun 16

1.職名, 職番, 給与表 Job title, Job No., & Basic Wage Table (BWT):

Secretary #0198

(秘書)

目標等級／語学能力級 Target Grade & Language Proficiency Level (LPL):
等級 Grade-4, 語学能力級 LPL-3採用可能見習い等級／語学能力級 Acceptable Trainee level:
等級 Grade-3, 語学能力級 LPL-2☒ 事務系(BWT-1) ☐ 技能系(BWT-2) ☐ 保安系(BWT-3) ☐ 医療系(BWT-5,6)
Administrative Blue Collar Trade Security Medical

募集人数

No. of
Recruitment

1 名

- I. ☒ 現 MLC/IHA 従業員 (部隊内)
Current MLC/IHA Employee within Activity
- II. ☒ 現 MLC/IHA 従業員(通勤圏内)
Current MLC/IHA Employee in commuting distance
- III. ☐ 現 MLC/IHA 従業員(全在日米軍)
Current MLC/IHA Employee Japan Wide
- IV. ☒ 外部 Off Base Applicant

2.部隊 Activity

Commander, Navy Region Japan
Operations Department (N3)
Fire & Emergency Services (N30)

勤務場所 Working Place: 横須賀市泊町 Tomari-cho, Yokosuka

5.雇用の種類 Type of Employment

- ☒ MLC ☐ IHA ☐ HPT
- ☒ 常用 Permanent
- ☐ 限定 Limited Term (__ヵ月 Months)

3.勤務時間 Work Schedule (週 40 時間制 hrww)

勤務日 Work Days: 5 days a week (Monday thru Friday)

勤務時間・休憩 Work Hours/Recess Period: 07:00 - 15:45 / 11:00 - 11:45

平均残業時間 Average Overtime Hours 4-8/mo

☐ 夜勤 Night Shift ☒ 残業 Overtime ☒ 出張 Business Travel

6.職務内容 Duties

See attached task list.

7.資格要件／身体条件 Qualification/Physical Requirements

* Must possess English language ability meeting the Language Proficiency Level (LPL) indicated in column #1.

#1 項に示された語学能力級レベルに相当する英語の語学能力が必要となります。

- a. One year of clerical, technical, or administrative work experience in any field, or completion of 4 years college/ university in any field.
- b. Knowledge of Navy, Fire organization and mission.
- c. Knowledge of regulations pertaining to U.S. Civil Service (USCS) personnel administration related to official travel.
- d. Knowledge of customer services concept and practice.
- e. Skills to use office automation equipment to conduct daily office work.
- f. Ability to perform secretarial work such as screening visitors, coordinating meetings, and reviewing incoming and outgoing correspondence to take administrative actions.
- g. Ability to type report, correspondence, and presentation material by using Microsoft Office communication tools (Word, Excel, Outlook and PowerPoint).
- h. Ability to read, write and speak English at advanced proficiency level (LPL-3).

*An applicant who does not fully meet the qualification requirements stated above may be considered at a lower grade level as below.

1-3: One year of general work experience, or, completion of 2-years junior college/ 2-years of technical school or 4-year degree in any field.

** Handicapped applicants may be accepted, depending on the degree and kind of disability.

8.提出するもの Application and Associated Documents

- *☒ **空席応募用紙** Application for Vacancy Announcement
- *☒ **専門職務経歴書** Resume of Specialized Work Experience
- ***の記入は Complete * in** ☐ **日本語で Japanese** ☒ **英語で English** ☐ **どちらでも Either**
- ☒ 家族/親族が在日米海軍で勤務している方は、『親族に関する質問表』
If you have any family/relatives who work at U.S. Navy base/facility in Japan, "Questionnaire on Relatives"
上記書式は以下の URL よりダウンロードできます。 The above forms can be downloaded from;
http://www.cnmc.navy.mil/regions/cnrj/om/human_resources/MLC_IHA_HPT_Jobs/JN_Forms.html
- ☐ 運転免許証の写し Copy of Driver's License
- ☐ 修了証/証明書の写し Copy of Certificate
- ☒ 英語の能力を証明するものの写し。TOEIC, TOEFL, CASEC, 英検のみを有効な証明書として受け付けます。
(現/前基地従業員は ALCPT も可) その他の証明書、及び英語能力に関する自己申告は不可となります。英語を日常言語とする方も上記証明書の提出が必要です。
Certificate of English Proficiency. Only TOEIC, TOEFL, CASEC, and EIKEN certificates are accepted as English Proficiency Test (EPT) certificate. (ALCPT certificate is acceptable for current/former USFJ employees.) Other EPT certificates or self-statement on English proficiency will not be accepted. The same applies to those whose native language is English.
- ☒ 82 円切手を貼付し、応募者の郵便番号・住所・氏名を書いた返信用封筒 (12cm x 23.5cm)
12cm x 23.5cm Envelope with Applicant's Zip Code, Address, Name and a 82 yen stamp (MPS is unacceptable.)
- ☒ 日本国籍以外の方は、在留カード (両面) 及びパスポートのコピー For non-Japanese citizen applicant, copy of Residence Card (front & back) and Passport
- ☒ DD-214 Copy (Member-4 copy) only for former U.S. military personnel.

9. 応募書類提出先 Office to Submit

内部応募者 (現 MLC/IHA 従業員) と外部応募者 (非従業員) では、応募書類提出先が違います。上記必要提出物をお間違えの無い様、郵送/提出して下さい。募集締切日必着。 Office to submit job application documents is different for Current MLC/IHA Employees versus Off Base Applicants. Please ensure to submit required application documents to the right office. Applications must be received by the closing date of the Vacancy Announcement.

(注意) 上記項目 4 番の "募集範囲" が現 MLC/IHA 従業員の場合、外部応募者 (非従業員) からの応募書類は無効となりますのでご注意ください。 When item #4, "Area of Consideration" above shows "Current MLC/IHA employees" only, Off Base Applicants will be rated ineligible.

1. 内部応募者 (現 MLC/IHA 従業員) 提出先 (米海軍横須賀基地日本人雇用課 (HRO)) :

Current MLC/IHA Employees must submit to (Human Resources Office (HRO), Yokosuka Navy Base):

〒238-0001	〒238-0001
神奈川県横須賀市泊町 1 番地	1 Banchi Tomari-cho, Yokosuka
PSC 473 BOX 22 CNRJ HRO N132	PSC 473 BOX 22 CNRJ HRO N132
内線/Extension 243-8152	

米海軍横須賀基地正門左手前事務所 1 階、日本人空席広報掲示板の下に壁に内部応募者用の「空席応募提出箱」が設置してあります。毎日午前 0600 時より、午後 0600 時までこの箱への応募書類の提出が可能です。

Job Application Drop Box is available for submission of job application documents from 0600 to 1800 daily, which is installed to the wall immediately below the JN Vacancy Announcement Bulletin Board (1st fl.) in the office located on the left side of the main gate to the Yokosuka Navy Base.

2. 外部応募者 (非従業員) 提出先 :

Off Base Applicants must submit to:

〒238-0011	〒238-0011
神奈川県横須賀市米が浜通 1-6 村瀬ビル 4 階	Murase-Bldg. 4F, 1-6 Yonegahama-dori, Yokosuka
(独)駐留軍等労働者労務管理機構横須賀支部 (LMO/IAA)	Yokosuka Branch of LMO/IAA
管理第一係	Management #1 Section

電話番号 Phone 046-828-6959

受付時間 : 月曜—金曜、0830-1730 時 (日本の祭日を除く)。雇用条件等のご質問はこちらにお問い合わせ下さい。 Operating Hours: Mon-Fri, 0830-1730 (Closed on Japanese Holidays) . Please contact LMO/IAA for questions on conditions of employment.

10. 事務処理欄 For Official Use

募集部隊担当 Activity POC :

Regional Admin Office

軍電 (DSN) 243-3136

PD No.: CNRJ-N30-001

PD is accurate and current. Certified by Activity: HH

HRO: (rcvd 6/8) kw
6/9

応募要項を満たしていない場合、選考の対象になりません。Incomplete applications will not be considered.
提出された応募書類はお返ししません。 Submitted applications will not be returned.

職務で必要とされる語学能力級（LPL）レベルは下記をご覧ください。

Please see the below for the English Language Proficiency Level (LPL) required of the position:

LPL 語学能力級	<u>TOEIC</u>	<u>ALCPT</u>	<u>TOEFL (PBT)</u> Paper Based Test	<u>TOEFL (CBT)</u> Computer Based Test	<u>TOEFL (iBT)</u> Internet Based Test	<u>CASEC</u>	<u>EIKEN</u> 英検
4 – Exceptional Proficiency 特段の能力を要する	860 ~ 990	NA	600 ~	250 ~	100 ~	NA	1st
3 – Fluent proficiency 流ちょうな能力を要する	730 ~ 859	90 ~100	550 ~ 599	210 ~ 249	80 ~ 99	870 ~	Pre-1st
2 – Average proficiency 平均的能力を要する	550 ~ 729	75 ~ 89	460 ~ 549	140 ~ 209	50 ~ 79	560 ~ 869	2nd
1 – Elementary proficiency 初歩的な能力を要する	400 ~ 549	65 ~ 74	430 ~ 459	120 ~ 139	40 ~ 49	475 ~ 559	Pre-2nd
Pre-1 – Minimal proficiency (準1級) 最小限の能力を要する	350 ~ 399	40 ~ 64	NA	NA	NA	NA	3rd
0 – No language proficiency 語学能力を要さない							

PRIVACY ACT STATEMENT 個人情報保護について

AUTHORITY: Executive Order 10450, 9397; and Japan Law Concerning Protection of Personal Information (Law No. 57 of 2003).

法令: 米国行政命令 10450, 9397 ; 及び 日本法・個人情報の保護に関する法律（平成15年法律第五十七号）

PRINCIPAL PURPOSES: To record Personal Information for the purposes of executing the business operations of the U.S. Forces, Japan and protection of human life, safety and property, NOTE: Records will be securely maintained in either an electronic or paper form.

主目的: 人間の生命、安全、財産の保護と在日米軍の業務の遂行を目的として、個人情報を記録する為。

注記: 記録は電子書式、もしくは書面にて厳重に保管されます。

ROUTINE USES: To maintain Personal Data accurately with the most up-to-date content to the extent necessary to achieve the stated Principal Purposes.

利用目的: 主目的の達成に必要な、最新で正確な個人情報を維持する為。

DISCLOSURE: Disclosure of this information is voluntary; however, failure to provide the requested information may impede, delay or prevent further processing of administrative actions.

情報開示: 個人情報の開示は任意ですが、要求された情報を提供しなかった場合、その後の手続きの妨げ、遅れ、あるいは中断となる事があります。

Format Rev: 3-8-16

Task List for Secretary #198-4 (Yokosuka)

General: Serves as a personal assistant and supports Regional Fire Chief. Also, provides secretarial support to Deputy Fire Chief, Regional Technical Service Chief, Base Fire Chief/Site Manager Yokosuka of CNFJ Regional Fire Department.

Duties:

1. Controls appointments and activity schedule of the Fire Chief and other managers to whom this position provides support to. Independently establishes priorities, sets up, reschedules, or refuses appointments by exercising own judgment and discretion. Reminds Fire Chief of appointments and meetings, and provides full brief of the subject and matters to be considered beforehand. (5%)

2. Screens visitors, emails, guard mails, and telephone inquiries, and answers to those inquiries and questions which does not require technical knowledge, or tactfully refers technical matters/subjects to appropriate USCS managers and JN supervisors. When USCS chiefs are meeting with Japanese visitors, serves as a personal interpreter. (30%)

3. Sets up and coordinates meetings, telephone conference and video-teleconferencing sessions. Attends such meetings as Monday morning meeting, staff meeting, D/C meeting, safe fund meeting, etc. on regular basis to take note and prepares meeting minutes both in English and Japanese. (15%)

4. Maintains official travel schedule for USCS managers. Prepares travel orders for official business travel, making all arrangements for transportation, lodging, and other requirements. Prepares travel claims. (5%)
5. Stays abreast and keeps managers informed in a timely manner of administrative requirements involving custody of Government property, office/building security, building/base closure, power outages, travel, leave policy, time and attendance, and similar matters affecting the work hours and work conditions of staff. (10%)
6. Anticipates needs for and initiates actions to procure office supplies, equipment, computer hardware and software, etc. (5%)
7. Receives incoming correspondence and takes routine and administrative actions by coordinating matters with Administrative and other offices for information, and drafts replies to inquiries or request for information when technical knowledge is not required. Reviews outgoing correspondence for conformance with established procedures and general policy, factual correctness and adequacy of treatment, and brings any deviations or inadequacies to the attention of the writer. Responsible to follow up and ensure that all outgoing correspondences are signed by appropriate CNFJ officials before going out. Translates Japanese correspondences into English or vice versa. (15%)
8. Accurately types correspondence, reports, forms, briefing slides and materials, and other documents from handwritten and electronic drafts to final format using Microsoft Office Professional applications, etc. Ensures that writings reflect correct spelling, grammar, punctuation, capitalization, proper signature authority, and conformance with Navy correspondence format and other relevant directives and guidance. (10%)
9. Maintains central file for RFD including instructions, regulations, SOP, AOP, FD book, RFD phone book, etc. Identifies efficiencies to improve file and record keeping and ease of accessing documents and records in the office. (5%)
10. Performs other related or incidental duties as assigned.